



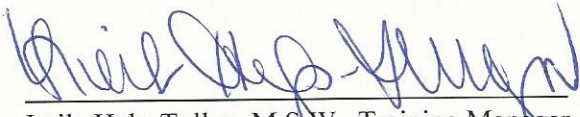
## THE NAVAJO NATION

BEN SHELLY  
PRESIDENT

REX LEE JIM  
VICE-PRESIDENT

### MEMORANDUM

**TO :** ALL TRIBAL OFFICES & OTHER ENTITIES

**FROM :**   
Leila Help-Tulley, M.S.W., Training Manager  
Staff Development and Training Department  
Division of Human Resources

**DATE :** February 2, 2015

**SUBJECT :** Office Closure Announcement on February 4, 2015

This memorandum is written to inform all Tribal Offices and Other Entities that the Staff Development and Training Department building will be closed on February 4, 2015 from 8:00 -5:00 p.m. Our building will be closed as all of our team members will be participating in a meeting that will be held out of the Window Rock area.

In our absence from our office I have delegated Mr. Tauve Begay, Office Specialist from the Office of Navajo Women and Families to carry forth all routine duties that include that include the signing of training documents and answering telephone calls. In addition, delegation will also include the responsibilities of attending unannounced meetings called by the Division of Human Resources or other entities. He can be reached at (928) 871-6627.

Your cooperation and acknowledgement of this change in schedule will be greatly appreciated.